

**GENERAL SERVICES  
ADMINISTRATION**

FEDERAL SUPPLY SERVICE  
AUTHORIZED FEDERAL SUPPLY  
SCHEDULE PRICE LIST

*On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through **GSA Advantage!** a menu-driven database system.*

*The INTERNET address for **GSA Advantage!** is:  
[www.GSAAdvantage.gov](http://www.GSAAdvantage.gov)*

For more information on ordering from Federal Supply Schedules click on the FSS schedules button at  
[www.fss.gsa.gov](http://www.fss.gsa.gov)

Professional Services Schedule  
Industrial Group: 00CORP

**Contract Period:**

May 20, 2015, to May 19, 2020  
Option Modification Number PO-0012

Contract GS-07F0433W is for SINS:  
541-2, 541-4C, 541-B, 541-4D,  
and 541-1000.

**Elias Events, LLC**

6214 Beverly Hill #24  
Houston, Texas 77057  
713.334.1800 Office  
713.334.9670 Fax  
[www.eliasevents.com](http://www.eliasevents.com)

**Business Size:**

Small, Disadvantaged  
Certified Woman-Owned Business

**Contract Administrator:**

Deborah Elias, CSEP, CMP  
6214 Beverly Hill #24  
Houston, Texas 77057  
713.334.1800 Office  
713.334.9670 Fax  
Email: [debbie@eliasevents.com](mailto:debbie@eliasevents.com)



## Terms and Conditions

### 1a. Table of Awarded Special Item Number(s) SINS:

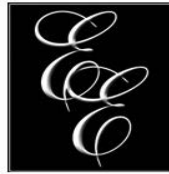
| SIN         | Description                                       | NAICS Code |
|-------------|---|------------|
| 541-4D/RC   | Conference Events and Tradeshow Planning Services | 561920     |
| 541-1000/RC | Other Direct Costs                                | 541810     |
| 541-2/RC    | Public Relations Services                         | 541820     |
| 541-4C/RC   | Exhibit Design and Implementation Services        | 541850     |
| 541-4B/RC   | Video-Film Production                             | 512110     |

### 1b. Labor Categories

| Labor Category           | SIN      | GSA 2015 Rate   | Unit |
|--------------------------|----------|-----------------|------|
| Executive Event Planner  | 541-4D   | <b>\$165.23</b> | Hour |
| Senior Event Planner     | 541-4D   | <b>\$123.92</b> | Hour |
| Junior Event Planner     | 541-4D   | <b>\$103.27</b> | Hour |
| Production Manager       | 541-4D   | <b>\$82.62</b>  | Hour |
| Event Assistant          | 541-4D   | <b>\$66.09</b>  | Hour |
| Support Staff            | 541-4D   | <b>\$33.09</b>  | Hour |
| Administrative Assistant | 541-4D   | <b>\$37.18</b>  | Hour |
| Exhibit Manager          | 541-4C   | <b>\$90.88</b>  | Hour |
| Public Relations Manager | 541-2    | <b>\$123.92</b> | Hour |
| Graphic Designer         | 541-1000 | <b>\$100.75</b> | Hour |
| Technical Manager        | 541-1000 | <b>\$100.75</b> | Hour |
| Executive Producer       | 541-4B   | <b>\$206.54</b> | Hour |
| Producer                 | 541-4B   | <b>\$123.92</b> | Hour |
| Creative Director        | 541-4B   | <b>\$206.54</b> | Hour |
| Director                 | 541-4B   | <b>\$206.54</b> | Hour |
| Assistant Director       | 541-4B   | <b>\$103.27</b> | Hour |
| Program Developer        | 541-4B   | <b>\$82.62</b>  | Hour |
| Animator                 | 541-1000 | <b>\$176.31</b> | Hour |
| Writer                   | 541-1000 | <b>\$100.75</b> | Hour |
| Production Coordinator   | 541-1000 | <b>\$65.56</b>  | Hour |
| Editor                   | 541-1000 | <b>\$176.31</b> | Hour |
| Director of Photography  | 541-1000 | <b>\$151.12</b> | Hour |
| DP/Camera Operator       | 541-1000 | <b>\$201.50</b> | Hour |
| Art Director             | 541-1000 | <b>\$151.12</b> | Hour |
| Set Designer             | 541-1000 | <b>\$100.75</b> | Hour |

Prices Shown are Net (discount deducted from commercial rates. Includes .75% IFF fee)

\*\* This contract may be modified at any time to add/delete/change ODC(s) as appropriate to respond to a task order.



### 1c. Labor Category Descriptions

#### Executive Event Planner

##### **Education/Training and Experience:**

- Bachelor degree
- 10 Years Executive Management Experience
- Industry Designation such as CMP or CSEP required

##### **Responsibilities/Capabilities:**

- Serves as Primary Point of Contact for Client
- Senior Level Management Position
- Manages Multiple Client Projects
- Supervises All Management and Planning teams and personnel
- Coordination and implementation of third party participation
- Concept Development through Production
- Expert in Conference and Trade Show Industry
- Planning and Production of all Multimedia Aspects of General Session, Breakout and Plenary Sessions, Ancillary Events, and Tradeshow
- Detailed technical knowledge, logistics and project management skills
- Logistic Planning and Support
- Attendee Management and Date Reporting
- Topic and Speaker Identification
- Negotiates, executes and manages subcontracts
- Turn-Key Event Management and On-site Production
- Budget, Cost Controls and Financial Management
- Project Plans, Event Timelines and Production Schedules
- Editorial Services
- Design and Editing Production
- Post Event Review and Reconciliation

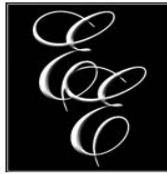
#### Senior Event Planner

##### **Education/Training and Experience:**

- Bachelor degree or High School coupled with a Minimum of 8 years Professional Industry Experience
- CMP, CSEP, or other industry designations preferred but no required

##### **Responsibilities/Capabilities:**

- Manages Single or Multi-Task Projects
- Senior Level Management Position
- Serves as principle lead on major accounts
- Expert in Conference and Trade Show Industry
- Planning and Production of all Multimedia Aspects of General Session, Breakout and Plenary Sessions, Ancillary Events, and Tradeshow
- Excellent technical knowledge, logistics and project management skills

**Junior Event Planner****Education/Training and Experience:**

- Bachelor degree or High School coupled with a Minimum of 6 years Professional Industry Experience
- CMP, CSEP, or other industry designations preferred but no required

**Responsibilities/Capabilities:**

- Manages Single Projects
- Supports Executive and Senior Event Planner
- Expert in Conference and Trade Show Industry
- Planning and Production of all Multimedia Aspects of General Session, Breakout and Plenary Sessions, Ancillary Events, and Tradeshow
- Reservation of Facilities and Liaison Support with Venue
- Excellent technical knowledge, logistics and project management skills

**Production Manager****Education/Training and Experience:**

- Bachelor degree or High School coupled with a Minimum of 6 years Professional Industry Experience
- Advanced Communications and Logistical Skills

**Responsibilities/Capabilities:**

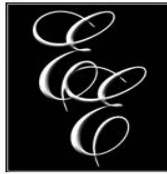
- Manages Single Projects
- Supports Executive and Senior Event Planner
- Expert in Conference and Trade Show Industry
- Planning and Production of all Multimedia Aspects of General Session, Breakout and Plenary Sessions, Ancillary Events, and Tradeshow
- Plans and coordinates logistical requirements for event
- Excellent technical knowledge, logistics and project management skills
- Quality control of project

**Event Assistant****Education/Training and Experience:**

- Bachelor degree or High School coupled with a Minimum of 6 years Professional Industry Experience

**Responsibilities/Capabilities:**

- Provides support to Senior Level Event Planners
- Onsite registration and event support including management of web registration pages
- Face to Face customer service
- Excellent technical knowledge, logistics and project management skills
- Develop and maintain participant databases
- Review of invoices for processing

**Support Staff****Education/Training and Experience:**

- Bachelor degree or High School coupled with a Minimum of 1 years Professional Industry Experience

**Responsibilities/Capabilities:**

- Provides support to Senior Level Event Planners
- Onsite registration and event support
- Face to Face customer service
- Administrative and clerical services

**Administrative Assistant****Education/Training and Experience:**

- Bachelor degree or High School coupled with a Minimum of 2 years Customer Service or Hospitality Industry Experience
- Thorough Knowledge of Microsoft Office Suite

**Responsibilities/Capabilities:**

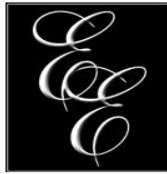
- Provides support to Senior Level Event Planners
- Customer services and data management
- Manages incoming calls, correspondence and data entry
- Monitor and update vendor database
- Types all correspondence, agendas and minutes related to event
- Assist in producing meeting materials
- Mailing and other communication with attendees including pre/post meeting mailings, travel support and computer database creation

**Exhibit Manager****Education/Training and Experience:**

- Bachelor degree or High School coupled with a Minimum of 6 years Professional Industry Experience
- Thorough Knowledge of ADA and Safety Regulations
- Knowledge of Tradeshow Management Software

**Responsibilities/Capabilities:**

- Manages Single Projects
- Supports Executive and Senior Event Planner
- Expert in Tradeshow Management and Coordination
- Coordination and Liaison with Exhibitors including layouts, booth setup and décor and all communication
- Vendor Selection and coordination including all support services
- Coordinate shipping/drayage
- Conceptualizing, designing, and producing exhibits and their accompanying materials
- On site setup and tear down
- Excellent technical knowledge, logistics and project management skills



### Public Relations Manager

#### Education/Training and Experience:

- Bachelor degree or High School coupled with a Minimum of 6 years Professional Industry Experience

#### Responsibilities/Capabilities:

- Manages Single Projects
- Market research and analysis
- Excellent technical knowledge, logistics and project management skills
- Prepares and disseminates information
- Conducting Press Conferences
- Scheduling broadcast and/or print interviews
- Press, Public Relations and Crisis Communications
- Media Training: Training of agency personnel to deal with media & media responses
- Media Alerts
- Press clipping services
- Related activities to public relation services

### Graphic Designer

#### Education/Training and Experience:

- Bachelor degree or High School coupled with a Minimum of 4 years Professional Industry Experience
- Advanced Knowledge of Design Software Suites

#### Responsibilities/Capabilities:

- Manages Multiple Projects
- Designs logos, themes and other items related to event branding
- Design and Produces all event collateral material
- Designs promotional advertising campaigns

### Technical Director

#### Education/Training and Experience:

- Bachelor degree or High School coupled with a Minimum of 6 years Professional Industry Experience
- Advanced Communication and Logistical Skills

#### Responsibilities/Capabilities:

- Manages Single Projects
- Supports Executive and Senior Event Planner
- Expert in Tradeshow Management
- Coordination with Audiovisual Company, Graphic Designer
- Arrange all technical components for the event
- Excellent technical knowledge, logistics and project management skills



### Executive Producer

**Education/Training and Experience:**

- Bachelor/Masters Degree Communications/Business Administration
- 15+ Years Professional Industry Experience

**Responsibilities/Capabilities:**

- Responsible for building the team who will service the engagement and client relationship Overseeing the overall quality of the conference execution
- Providing professional, flexible, quality-oriented, experienced and responsive team
- Participating in key planning meetings.

### Producer

**Education/Training and Experience:**

- Bachelor degree
- 4-6 Years Professional Industry Experience

**Responsibilities/Capabilities:**

- Producers execute all elements of the event.
- Assists with project schedule management, managing action items and status reports.

### Creative Director

**Education/Training and Experience:**

- Bachelors/Masters Degree in Communications/visual Arts/Theater/Film
- 10-15 Years Professional Industry Experience

**Responsibilities/Capabilities:**

- Responsible for collaborating with the client team on the design, content development, audience assessment
- Ensures the overall look and feel of a project is carried through all deliverables.

### Director

**Education/Training and Experience:**

- Technical or Bachelors Degree—Film / Communications
- 10-15 Years Professional Industry Experience

**Responsibilities/Capabilities:**

- Directs the camera operators and directs live images on the projection screens. Also directs the video feeds to the record decks.

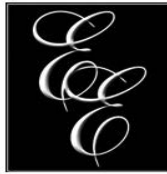
### Assistant Director

**Education/Training and Experience:**

- Technical or Bachelors Degree—Film / Communications
- 4-6 Years Professional Industry Experience

**Responsibilities/Capabilities:**

- Assists Director



### Program Developer

**Education/Training and Experience:**

- Bachelor degree
- 3-5 Years Experience Industry Experience

**Responsibilities/Capabilities:**

- Develops and executes resource development efforts and other task as assigned

### Animator

**Education/Training and Experience:**

- Bachelor degree
- 3-5 Years Experience Industry Experience

**Responsibilities/Capabilities:**

- Provides Creative Animation

### Writer

**Education/Training and Experience:**

- Bachelor degree English / Communications / Theater
- 10-15 Years Experience Industry Experience

**Responsibilities/Capabilities:**

- Responsible for research, conception, and writing of marketing materials, scripts and other communications.

### Production Coordinator

**Education/Training and Experience:**

- Bachelor degree
- 3-5 Years Experience Industry Experience

**Responsibilities/Capabilities:**

- Schedules and coordinates flow or work
- Go to person for various tasks as assigned

### Director of Photography

**Education/Training and Experience:**

- Bachelor degree

**Responsibilities/Capabilities:**

- Serves as Day of Shoot Director of all Cameras

### Editor

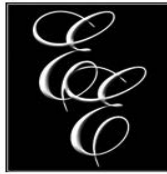
**Education/Training and Experience:**

- Bachelor degree/Masters Degree
- 10-15 Years Industry Experience

**Responsibilities/Capabilities:**

- Selection of shots for and assembly of final video
- Uses professional edit systems to add graphics, music, video





### DP/Camera Operator

**Education/Training and Experience:**

- Bachelor degree
- 3-5 Years Experience Industry Experience

**Responsibilities/Capabilities:**

- Operates the Camera

### Art Director

**Education/Training and Experience:**

- Bachelor degree
- 4-6 Years Industry Experience

**Responsibilities/Capabilities:**

- In charge of overall visual concepts and appearance and media design of print, commercial and video components.

### Set Designer

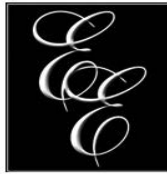
**Education/Training and Experience:**

- Bachelor degree
- 4-6 Years Industry Experience

**Responsibilities/Capabilities:**

- Serves as Primary Point of Contact for Client
- Post Event Review and Reconciliation

| Other Direct Cost<br>541-1000 | Description  | Quantity | Unit Measure | GSA Rate<br>including<br>IFF |
|-------------------------------|--|----------|--------------|------------------------------|
| Graphic Designer              | Design of all collateral material including signage, logo, registration packets, programs, letterhead, envelopes based 100 hours of work | 1        | Per Hour     | \$100.75                     |
| Technical Manager             | Technical manager onsite based on 50 hours of work including pre-event   | 1        | Per Hour     | \$100.75                     |
| Animator                      | Based on 10 hours of work for 5 minute opening general session video   | 1        | Per Hour     | \$ 176.31                    |
| Writer                        | Based on 10 hours of work for 5 minute opening general session video   | 1        | Per Hour     | \$100.75                     |
| Production Coordinator        | Based on 10 hours of work for 5 minute opening general session video   | 1        | Per Hour     | \$65.56                      |
| Editor                        | Based on 10 hours of work for 5 minute opening general session video   | 1        | Per Hour     | \$176.31                     |
| Director of Photography       | Based on 10 hours of work for 5 minute opening general session video   | 1        | Per Hour     | \$151.12                     |



|                                    |   |   |                     |           |
|------------------------------------|---|---|---------------------|-----------|
| DP/Camera Operator                 | Based on 10 hours of work for 5 minute opening general session video  | 1 | Per Hour            | \$201.50  |
| Art Director                       | Based on 10 hours of work for 5 minute opening general session video  | 1 | Per Hour            | \$151.12  |
| Set Designer                       | Based on 10 hours of work for 5 minute opening general session video  | 1 | Per Hour            | \$100.75  |
| Audiovisual                        | Including (4) Lav Microphones, LCD Projection Pkg with Screens (2), Electricity, Rigging, (1) IMAG Camera and Operators, Slide Show Production (4) Lighting Trees with Dimmers, (4) Speakers, 5 Computers for Registration, 2 for Presentations Technicians, setup/tear down    | 1 | Per Person Per Day  | \$33.95   |
| Collateral Material                | 10-4X5", 1 20X30 Banner, 2 50x60" Signage, 300 - Printed 40- page program, 10 speaker handouts each 10 pages, 300 invitations (fold over card, full color), 300 save the dates (4X6, full color)  | 1 | Per Person Per Day  | \$43.82   |
| Babysitting                        | Babysitter per hour rate  | 1 | Per Hour            | \$25.19   |
| Transportation                     | 50 passenger buses 10 hour per day  | 1 | Per Vehicle Per Day | \$1209.00 |
| Food and Beverage                  | Including Breakfast, two snacks a day, lunch (104.79 per day) and networking reception one night (\$98.24)  | 1 | Per Person Per Day  | \$204.55  |
| Registration Supplies              | Including commemorative tote, lanyard, two gift items, nametags   | 1 | Per Person Per Day  | \$16.84   |
| Misc Staffing                      | Security, Custodial Services, Ticket Takers, Coat Check   | 1 | Per Staffer Per Day | \$25.19   |
| Décor/Furniture                    | (10) Stage Foliage, Confetti, (30) Centerpieces, (2) Flags, 1, (20X020) Stage Backdrop, (2) Balloon Towers, (10X10) Dancefloor with Vinyl Logos, LED washing on walls   | 1 | Per Person Per Day  | \$37.81   |
| Entertainment/<br>Session Speakers | General Session Entertainment and Speaker, 8 Speakers for Educational Sessions, Team Building Percussionist, Drumline into Lunch Hall, Networking Reception Band and Walk Around Entertainment including models, video arcades and (3) caricaturists and Dinner Keynote Speaker | 1 | Per Person Per Day  | \$202.16  |

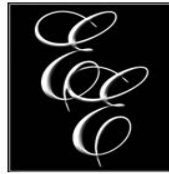


|  |   |   |                    |             |
|--|---|---|--------------------|-------------|
| Exhibit Booths/Services                      | Carpet, 8X8 Pipe and Drape, Drayage, Clean up, Install, Tear Down, Signage, 1 Table 2 Chairs, Trashcans, Easels, Electrical, Internet and Drayage for 50 exhibitors   | 1 | Per Booth Per Day  | \$439.80    |
| Satellite Uplink/Webcast Services            | Uplink from one location and all components to perform the work   | 1 | Per Link Per Day   | \$96,053.04 |
| Rentals                                      | Staging, 100X40 Tent with Carpet, lighting, word flooring, Air Conditioning/Heaters, tables and linens, chivari chairs, all Glassware, Plates, Silverware, Chafing Dishes, ovens, trashcans for opening night reception | 1 | Per Person Per Day | \$127.49    |
| Venue Rental                                 | Theater for General Session and 6 breakout rooms plus cleaning  | 1 | Per Day Per Day    | \$8,866.01  |
| Photography/Videography                      | Documentary Style with 5 minute video edit with all licensing   | 1 | Per Day Per Day    | \$12,247.65 |
| Advertising                                  | Including classified ads (10-2X3) in mainstream print, 10-30 second promos on radio and television, one billboard marquee   | 1 | Per Day Per Day    | \$39,292.50 |
| Website Development, Maintenance and Hosting | Website including registration software and flash   | 1 | Per One Event      | \$3,722.71  |
| Misc Services                                | Speech Writing, Casting Services, Costume Designing, Voice Over Narration and Translation   |   | Per Day Per Day    | \$4,242.88  |
| Fireworks                                    | 12 Minute Show and permitting   |   | Per One Event      | \$11,223.55 |

Prices Shown are Net (discount deducted from commercial rates. Includes .75% IFF fee)

\*\* This contract may be modified at any time to add/delete/change ODC(s) as appropriate to respond to a task order.

**No-Cost Contract.** Elias Events, LLC can offer ***NO COST CONTRACTING*** services to the Government for which all services as required by the task order at no cost to the Government. In this case, Elias Events, LLC is entitled to keep all of the registration, exhibition, sponsorship and/or other fees collected as payment for performance under the task order and the Government's liability for payment of services under the task order is a fixed price of \$0.00 "zero dollars."



|      |  |   |
|------|--|---|
| 2.   | Maximum order  | \$1,000,000   |
| 3.   | Minimum Order  | \$100.00  |
| 4.   | Geographic Coverage  | Domestic & International Destinations   |
| 5.   | Point of Production  | Houston, Texas  |
| 6.   | Discount from list prices or statement of net prices   | Prices are NET, all discounts are already deducted. See attached labor hour awarded categories  |
| 7.   | Quantity Discounts   | 2% for orders exceeding \$400,000   |
| 8.   | Prompt Payment Terms   | 2% net 20   |
| 9a.  | Notification whether Government purchase cards are accepted at our below the micro-purchase threshold          | YES   |
| 9b.  | Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold | YES   |
| 10.  | Foreign Items  | NONE  |
| 11a. | Time of Delivery   | Date determined by task order   |
| 11b. | Expedited Delivery   | As dictated, call for availability  |
| 11c. | Overnight and 2-day Delivery   | As dictated, call for availability  |
| 11d. | Urgent Requirements  | As dictated, call for availability  |
| 12.  | F.O.B. Points  | Destination   |
| 13.a | Ordering Address   | Elias Events, LLC<br>6214 Beverly Hill #24<br>Houston, Texas 77057  |
| 13b. | Ordering Procedures:   | For supplies and services, the ordering procedures, information on blanket Purchase Agreements and sample BPA can be found at GSA/FSS schedule homepage at ( <a href="http://fss.gsa.gov/schedules">fss.gsa.gov/schedules</a> ) |
| 14.  | Payment Address  | Elias Events, LLC<br>6214 Beverly Hill #24<br>Houston, Texas 77057  |
| 15.  | Warranty Provisions  | Not applicable  |
| 16.  | Export Packaging Charges   | Not applicable  |
| 17.  | Terms and Conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):   | Accepted in accordance with Government Commercial Credit Guidelines   |
| 18.  | Terms and conditions of rental,  | Not applicable  |



|      |   |                              |
|------|---|------------------------------|
|      | maintenance and repair:                             |                              |
| 19.  | Terms and conditions of installation:               | Not applicable               |
| 20.  | Terms and conditions of repair costs:               | Not applicable               |
| 20a. | Terms and conditions of any other services          | Not applicable               |
| 21.  | List of services and distribution points            | Not applicable               |
| 22.  | List of participating dealers                       | Not applicable               |
| 23.  | Preventative maintenance:                           | Not applicable               |
| 24a. | Special attributes such as environmental attributes | Not applicable               |
| 24b. | Section 508 compliance                              | Not applicable               |
| 25.  | Data Universal Number System                        | 062608104                    |
| 26.  | CCR Registration Number                             | Registered with CCR database |

### **Service Contract Act (SCA) Matrix with Narrative**

The Service Contract Act (SCA) is applicable to this contract and includes SCA applicable categories. The prices for the cited SCA labor categories are based on the US Department of Labor WD Numbers identified in the SCA matrix. The prices offered are based on the preponderance of where work is performed and should the Contractor perform in an area with lower SCA rates, resulting in lower wages being paid, the task orders will be discounted accordingly.

| SCA Eligible Contract Labor Category | SCA Equivalent Title Code | WD Number |
|--------------------------------------|---------------------------|-----------|
| Administrative Assistant             | 01020                     | 05-2059   |



## WHO WE ARE

**ELIAS EVENTS** is a woman-owned, business formed in April of 1998 by Deborah Elias, CSEP, CMP. Our mission is to provide quality special event design and management services to the Greater Houston Metropolitan Area, as well as, all over the United States, Caribbean, Europe, Canada and Mexico. Our events have won national recognition and we are the recipients of many top industry awards. We have served groups from intimate dinners, to large family festivals attended by thousands, as well as, corporate events of many thousands providing customized themes, innovative designs, exceptional customer service and incomparable attention to detail.

**ELIAS EVENTS** focuses on efficient but detailed services with personalized attention and care for each client's unique event needs. With our lean infrastructure, we are able to offer to the best high-quality service at competitive pricing. Our team of trained industry professionals can assist you in achieving your event's desired impact while attaining the best value for your resources, time and energy. We are ever mindful of the bottom line cost and will use cost-saving measures whenever appropriate and in the best interest of the event. We are constantly updating our database of suppliers and negotiating competitive pricing on the services our clients require.

**ELIAS EVENTS** is in the business of providing exceptional personal service. Our team will work with you through each phase of planning your event. Our involvement ensures a smooth and professional orchestration that will maximize the professional integrity of your meeting/event. We combine outsourcing of services with many years of experience in the meetings and event industry to produce superior events.

**ELIAS EVENTS** has proven its commitment to the event community and profession, including active memberships in and adherence to the ethics of

- The International Special Event Society, Member Board of Directors
- Special Events Magazine, Member Advisory Board
- Texas Meeting and Events Magazine, Member Advisory Board
- Greater Houston Convention and Visitors Bureau
- El Paso Chamber of Commerce
- American Marketing Association



## **PRINCIPAL BIO**



**Deborah Elias, CSEP, CMP**, president of Elias Events, LLC has been in business for over seventeen years as an event production specialist.. In that time, she has planned hundreds of amazing events and has won numerous awards, including a coveted Gala Award, and an Esprit award from the International Special Events Society. She is the only event planner in the Greater Houston area that has achieved prestigious event planning certifications, Certified Special Event Professional, Certified Incentive Specialist and Certified Meeting Planner.

She has sat on the boards of Houston Chapter of ISES and the national SEARCH Foundation, Special Events Magazine and Tradeshow; a coveted internationally recognized position and the Advisory Board for Texas Meeting and Events Magazine.

She has taught special events courses at the University of Houston, Hilton College of Restaurant Management, Art Institute of Houston and Special Event Tradeshow. She is very knowledgeable in the area of special event planning and has written articles for H Magazine, Special Events Magazine, CultureMap Houston and the Houston Business Journal. She is quoted quite frequently and has had several of her events featured in various industry publications.

Deborah's skills set is the design and implementation of events. She has produced many large-scale productions including the Rotary Lombardi Award and the opening of the Katy Freeway. Her management style is unparalleled as she works with both the client and contracted vendors to deliver successful events. She attributes her success to a keen ability to approach each event from a logistical standpoint. Clearly visualizing all aspects of an event from ideation thru execution allows Deborah to minimize confrontational issues on-site and to provide a seamless passage from start to finish.



**ELIAS EVENTS** utilizes the following skill sets to ensure a superior product and service

- Concept, Theme and Program Development
- Customized Proposals
- Turn-key Event Management and On-site Production
- Logistic Planning and Support
- Establish Budget, Provide Cost Controls and Financial Management
- Establish Event Timeline and Calendar of Event
- Vendor Selection, Negotiations and Management
- Site Selection, Inspection, and Negotiation of all Event Space and Lodging
- Collateral Material including Brochures, Signage, Programs, etc.
- VIP Services and Client Hospitality
- Manage and Coordinate Service of Supplies and Vendors
- Web and Database Design including Electronic Invitations and Web Registration
- Public Relations, Marketing and Communications
- Video and Film Production
- Post Event Review and Reconciliation

**ELIAS EVENTS** uses its vast resources and skills to produce

- Conventions and Trade Shows
- Technical Meetings/Conferences
- New Company/Product Launches
- Grand Openings/Ground Breakings
- Team Building Events
- Customer Appreciation

**ELIAS EVENTS** has coordinated many events/meetings including

- ❖ Afghanistan Spotlight Series – Three, One-Day Conferences – Dubai, UAE
- ❖ Texas Dept. of Transportation - Spotlight Series – 25 Half-Day Meetings, across Texas
- ❖ Thrift Retirement Board – Tess Industry Day, One-Day Conference, Washington D.C.
- ❖ U.S Coral Reef Task Force and Reef Resilience Conference, NOAA, 5-Day Technical Conference and Tradeshow, Ft. Lauderdale, FL
- ❖ Homeless Woman Stand Down, Dept. of Labor, One Day Conference, San Antonio, TX
- ❖ AIM Investments, Incentive Retreat, Toronto, Canada
- ❖ Kellogg Brown Root, Corporate Holiday Party, Team Building Activities, Houston, TX
- ❖ Baylor College of Medicine, Two-day Technical Conference, Houston, TX
- ❖ Delta Airlines, Four-day Global Sales Conference/Large Scale Production, Orlando, FL
- ❖ Texas Depart of Transportation, Katy Freeway Grand Opening Celebration, Houston, TX
- ❖ Chevron Corporation, Two-day Sales Summit and VIP Reception, Houston, TX
- ❖ Aramco Petroleum, Div. Manager Conference/Anniversary Celebration, Houston, TX
- ❖ Ampegy, LLC, Company Launch & Two-day Conference, The Woodlands, TX
- ❖ Green Earth Fuels, Company Launch and Ribbon Cutting Ceremony, Galveston, TX



## WHAT WE HAVE DONE

The following examples will demonstrate Elias Event's capabilities of coordinating the type of events outlined in the scope of services, including but not limited, to Groundbreakings, Technical Conference/meeting, and Gala Ceremonies to launch new programs and reveals.

### AMPEGY, LLC Company Conference and Launch

The company launch for AMPEGY, LLC was held at The Woodlands Waterway Marriott. The theme for the two-day conference for 1000 attendees was "LIFT OFF". Attendees attended several meetings, had the opportunity to browse the company store and tradeshow area and were dazzled by the kick off rally, which included an inspirational speech from a former astronaut.



#### Coordination Effort Included:

- ❖ concept development and creative design
- ❖ site selection and contract negotiation
- ❖ room block negotiation for 700 rooms
- ❖ guest speaker selection, contract negotiation and rider implementation
- ❖ site and vendor coordination including registration, décor, food and beverage, transportation, signage
- ❖ show manager including set design, script and concept development
- ❖ registration management
- ❖ logistical management and on-site logistics and operations

Clients Comments: "Still can't believe that you pulled off such an amazing event in less than two months. Thank you for all your hard work." Nettie Sappington, AMPEGY, LLC





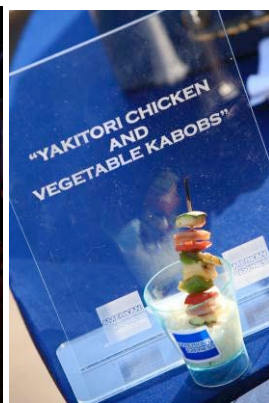
## Delta Air Lines Global Sales Conference

Elias Events was tapped to produce three themed night blow out events in conjunction with the annual Delta Air Lines Global Sales Conference in Orlando Florida. Each night the 1200 guests from around the world enjoyed fantastical evenings of decadent foods, luscious libations, extreme entertainment and one of kind décor. Themes included: Fire and Ice for American Express Night, Love the 80s for BCD Travel Night and Chefs and Champagne for Carlson Wagonlit Night.



Coordination Efforts included:

- ❖ overall turn-key event management including all logistical aspects of event
- ❖ design of event themes and logos
- ❖ budget development and maintenance
- ❖ vendor selection and contract negotiations including hotel, audiovisual, printing, décor, entertainment
- ❖ produced attendee guests
- ❖ on-site logistics and operations





## Afghanistan Spotlight

The Afghanistan Spotlight Series was a one-day event held in Dubai, UAE for 150 people. The morning general session was followed by a speaker panel and afternoon matchmaking session.

### **Coordination, Negotiation and Management efforts included:**

- overall turn-key event management including all logistical aspects of event
- site selection
- collateral material, including signage and event program
- event registration
- vendor selection and coordination
- on-site logistics and operations

## **United States Coral Reef Task Force and Reef Resilience Conference**

The U.S. Coral Reef Task Force is co-chaired by the Department of Commerce and the Department of the Interior, and includes leaders of 12 federal agencies, seven U.S. states and territories, and three freely associated states. The five-day event for over 400 attendees was held in Ft. Lauderdale, Florida and included general sessions, multiple breakout sessions, a tradeshow, two evening receptions and a full day of off site field trips to various reef locations.

### **Coordination, Negotiation and Management efforts included:**

- negotiated hotel contract for 200 sleeping rooms and all meeting space
- website design and development
- graphic design of event logo
- overall event management of the event
- vendor selection and contract negotiations
- event media promotion
- budget development and maintenance
- collateral material, including registration materials and signage
- design and editing of event program
- coordination of field trips and transportation
- production of 8 page full cover event program







- on-site logistics and operations

Period of Performance: 3 Months July to October 2011

Affiliation: Federal Agency

Contract Number: WC133C-11-NC-1191

Contact Name Beth Dieveney

Address 1305 East-West Highway, N/OCRM, Rm. 10405, Silver Spring, MD 20910

Phone (301) 713-3155 x 129

Email Beth.Dieveney@noaa.gov



## Homeless Woman Stand Down

The Stand Down event put on by the Department of Labor Women's Bureau was a one-day event held in San Antonio, Texas. The event for over 100 attendees included a general meeting session and an employment and informational tradeshow.

### Coordination, Negotiation and Management efforts included:

- overall turn-key event management including all logistical aspects of event
- development of event website
- collateral material, including signage and event program
- event marketing
- volunteer/committee member solicitation and management
- event registration
- solicitation and coordination of tradeshow participants
- edited DOL brochures and marketing materials
- vendor selection and coordination
- on-site logistics and operations



Period of Performance: 2 Months June to August 2011



Affiliation: Federal Agency  
Contract Number DOLF11F422393  
Contact Name Dolores Bischof  
Address 525 South Griffin Street, Suite 735 Dallas, TX 75202  
Phone 972-850-4700  
Email bischof.dolores@DOL.GOV

## TxDot Speakers Series



The TxDot Speaker Series was held over a three week period in February 2014. With only a two week lead time, the 25 sessions held in 25 Texas cities proved to be quite a task but our team was up for the challenge.

### **Coordination, Negotiation and Management efforts included:**

- overall turn-key event management including all logistical aspects of event
- development of event website
- collateral material, including signage and event program
- event marketing including media placement in print and



radio • event registration • speaker management • vendor selection and coordination • on-site logistics and operations

"On behalf of Mr. Ron Wilson, Office of Civil Rights (OCR) Director and staff, we would like to thank you for your participation and dedicated service in the 2014 Training Series. OCR would like to acknowledge your contribution to the success of the 2014 Training Series (Pilot Program). We look forward to working with you in the future." Paula Ann Pitifer, Program Specialist





The 2013 Cable Forum hosted by NEXANS took place at the Westin Memorial City in Houston, Texas.

The full day event for 150 attendees included a state of the art general session, breakout sessions, a trade show and an elegant evening dinner.

The guests were greeted by hostesses wearing custom made ties and scarves, and received their innovative name tags. The general session was a dramatic presentation supported by floor to ceiling LED screens and displayed the kick off video and speaker's power point. The evening event boasted a number of features not seen before including Gantry Bike show wowed the guests as they



performed their dynamic feats, as did the innovative food and drink presentations.

### **Coordination Effort Included:**

- concept development and creative design
- site and vendor coordination including registration, decor, food and beverage, transportation, signage
- registration management
- logistical management and on-site logistics and operations

**Clients Comments:** " Elias Events provided excellent service, great choice of sub-contractors and overall a seamless event with a great show." Jennifer Pain-Andrejin, Nexans

### **2010 Rotary Lombardi Award**

The 41st annual Rotary Lombardi Award was held at the George R Brown Convention Center on December 8, 2010. The star studded celebration included Rudy Ruettegier, and a host of other former winners and finalists. Elias Events, in conjunction with the committee, provided year-long coordination and onsite logistics for the two day celebration, which included a Community Event, VIP Reception, Media Breakfast, and an over the top awards presentation.







Coordination Efforts included:

- coordinated all collateral material, including signage and event program
- negotiated 50 sleeping rooms
- website redesign and development
- coordinated event sponsorship and underwriting
- overall event management of the event
- guest speaker contract negotiation and rider management
- handled all logistical aspects of event
- coordinated media promotion, including print, radio and television
- budget development and maintenance
- vendor selection and contract negotiations
- coordination of players, speakers and VIP
- on-site logistics and operations

**Client's Comments:** "Thank you for everything you did to make event such a huge success. The stage was so amazing" Vicki Brentin, Co-Chair



## 100 Years Celebration

The 100 Years of Maria Montessori Celebration was a two-part event held at the University of Houston and was attended by over 5,000 people. The Global Village was a fun, family festival that consisted of 10 cultural huts representing cultures from around the world. Throughout the day, attendees were treated to stage performances from Grammy Award Nominee, Dave Rudolf and Performing Cirque Artist Rebekah Loeweke. The two hour evening show performances included an African drummer band, a Brazilian dance ensemble and the spectacular, breath-taking performance by the Chinese Dragon stilt walkers.



### Coordination Efforts included:

- concept development and creative design for all events
- production of timelines and blueprints
- coordinated all collateral material, including invitations and program
- budget development and maintenance
- negotiated talent contracts and implemented riders
- vendor selection and contract negotiations and coordination
- coordinated production and installation of a Montessori timeline
- talent show design and production, and adherence to talent riders
- coordinated production of event program
- coordinated on-site logistics, including significant audiovisual setup
- coordinated cultural huts with participating Montessori schools
- produced and directed 30-minute celebration video for the event
- supervised set up and post event tear down

Client's Comments: "When I hired you to do the event, I had no idea that you would do that amazing of a job. Your time and dedication to the project was inspiring. The celebration video was exceptional." – *Munir Shivji, Innovative Montessori*



## KBR Holiday Party

KBR's holiday party was a grand evening attended by 3,600 people. The event was held at the Hilton Americas –Houston and covered two floors including the setup of 300 tables and 3,600 chair covers and linens. Entertainment included green screen photography, palm readers, touring magicians and a cover band. The event logo lent itself well for the use on nametags, ticket booklets, signage and the event registration website.



### Coordination Effort Included:

- concept development and creative design
- site and vendor coordination
- logistical management
- designed and produced event logo
- coordinated all vendors, including entertainment, venue and security
- coordinated buses to transport guests from garage to venue
- designed and produced collateral, including tickets packets and signage
- pre/on-site registration for the event, including production of 4,000 nametags
- on-site logistics and operations

Client's Comments: "We have found Elias Events' services to be reasonably priced and the performance to be exceedingly superior to other special events companies we have used." *Richard Jennings - KBR*







## Katy Freeway Expansion Grand Opening

When Parsons Brinckerhoff finished the expansion of the Katy Freeway in Houston, Texas ahead of schedule, it was a definite cause for celebration. The Governor of Texas and other dignitaries including John Culberson, who spear-headed the project, were on hand for the event. Guests were driven up to the top of the ramp and were able to overlook the “clock stopping” down below. Upon hitting of the clock, a thousand balloons were released.



### Coordination Effort Included:

- turn-key event production
- concept development and creative design
- site and vendor coordination
- coordination of balloon release
- on-site logistics and operations
- logistical management, including set up rentals, transportation and food/beverage
- coordination with governor's office and security detail

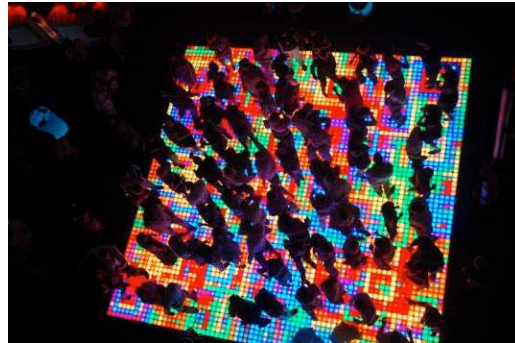
Clients' Comments: "Everything went so well yesterday! We have received nothing but compliments. Thanks for helping us make this effort a success." *Tanya McWashington – Parsons Brinckerhoff*





## Skyteam/BCD Travel Corporate Event

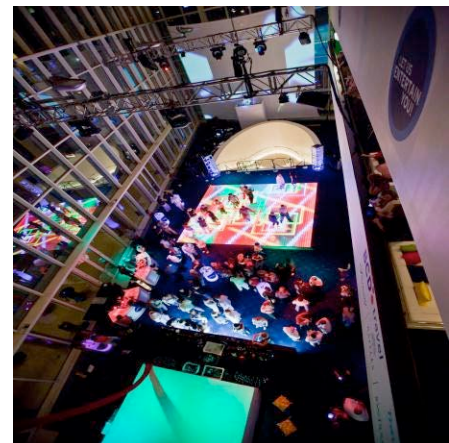
None of the 1200 guests wanted to leave the "Let Us Entertain You" bash that boasted a venue begging the guest's every sense to participate. It was Houston's party of the year with enough innovative adult entertainment to keep guests entranced for hours. The pulsating party spread across five event spaces with environments that "engaged the senses" and created a constant feeling of expectation and surprise. The event employed numerous musical and performance groups, a living champagne chandelier, wilding creative food stations, a video mixing DJ, and an electric interactive dance floor to achieve its objective of total mind and body stimulation.



### Coordination Effort Included:

- concept development and creative design
- site and vendor coordination
- branding design and implementation
- entertainment concept and coordination
- logistical management
- on-site logistics and operations

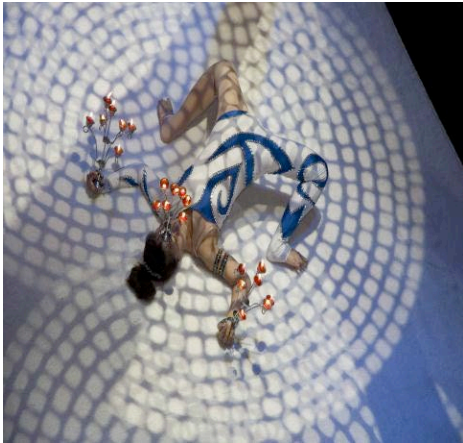
Clients Comments: "The LUEY event was amazing." Christina Dix, Delta Airlines



ELIAS



EVENTS





## FESTAC USA

The Inaugural Festival of African Arts and Culture event took place at the Stafford Centre on February 18, 2011 and was attended by over 2000 people. The event feature many cultural acts and R & B recording stars Donell Jones and EnVogue. Elias Events re-developed the event website, logo and all of the charities collateral material.

Coordination Efforts included:

- Redesigned and developed new website
- coordinated all collateral material, including signage and event program
- negotiated talent contracts and implemented riders
- coordinated event sponsorship and underwriting
- overall event management of the event
- handled all logistical aspects of event
- coordinated media promotion, including print, radio and television
- budget development and maintenance
- vendor selection and contract negotiations
- coordination of entertainment and VIP
- on-site logistics and operations

Clients Comments: “Ms. Elias, please accept my sincerest thank you for all the work you did for the FESTAC events. We are very pleased with the outcome of the website and new design of logo and the very well-produced event.” Eric Eufom, Chairman





## Vision Production Group – New Company Launch

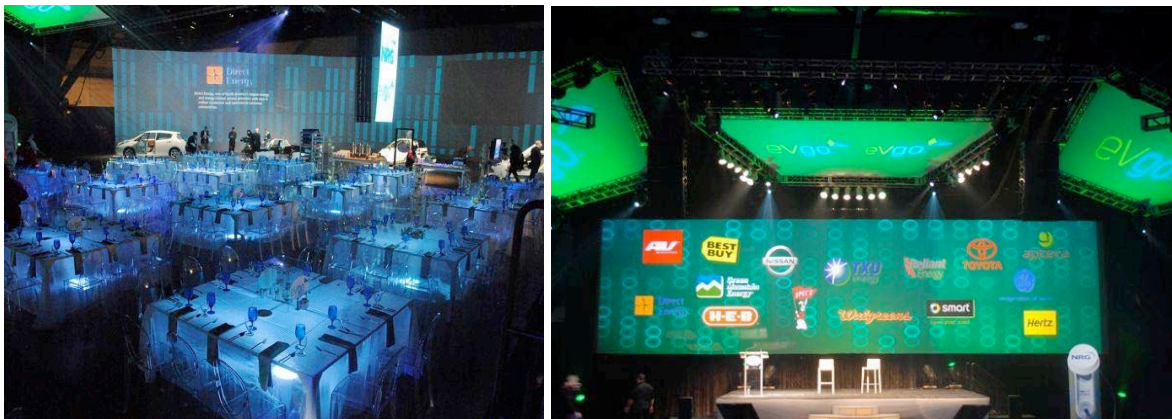
The company launch for EVGO was held at the George R Brown Convention Center and was attended by 700 guests. To create a space with a space, 500 linear feet of white poplin was placed in an octagon pattern creating a dynamic backdrop for a multimedia presentation. The 2000 pound charging station was placed on an amazing revolving stage and the ten electric cars were displayed around the room. The Ipads used at registration and the luncheon setup were all “green” in design and function.



### Coordination Effort Included:

- concept development and creative design
- site and vendor coordination including registration, décor, food and beverage, transportation, signage
- Set design and concept development
- registration management
- logistical management and on-site logistics and operations

Clients Comments: “Thank you for all your hard work on the NRG event. It was beautiful and the clients are very happy with everything.” Tracey Shappro – Vision Production Group





## Helping a Hero

The Helping a Hero Gala and Fundraiser was held at the Hilton Americas-Houston on October 24, 2012. 2300 people including wounded heroes attended the seated dinner, emcee Dennis Miller and guest speaker President George W. Bush. The theme was very patriotic with red, white, blue and touches of gold found in the organization's logo. The elaborate stage production consisted of wall-to-wall giant screens, theatrical lighting and powerful movement of stars and flags during the singing of the national anthem.



Coordination Efforts included:

- coordinated all collateral material, including signage and event program
- coordinated event sponsorship and underwriting
- overall event management of the event
- handled all logistical aspects of event
- coordinated media promotion, including print, radio and television
- budget development and maintenance
- vendor selection and contract negotiations
- coordination of players, speakers and VIP
- on-site logistics and operations

Clients Comments: "Thank you Deborah. It was indeed a wonderful night. Thank you for all you did to contribute to that success. Look forwarding to a recap and many great stories to share." Meredith Iler, Chair

1)